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## Lucas County Information Services Checklist for Hardware/Software/Services

Department: Facilities

Requestor: Jenny Spalding

Funding  
Account &  
Description

1010-0810-530100

Req. Date: 4/10/2014

Vendor:

SHI

Type of Request (check all that apply):

☐ Hdw ☒ SW ☐ Services/New☒ Purchase ☐ Lease ☐ Subscription☐ Services/Support Renewal  
Original Purchase Date☒ State Term Contract ID 0A1108Description or  
Nature of Request  
and for whom this  
is intended:

Lucas County Facilities intends to purchase 3 licenses for MS Office 2013 and 1 license for Adobe Acrobat XI Pro for Myla Dodson.

Hdw/SW/Service Item Descr	Quote #	Wrnty Term	Qty	Unit Cost	Support Cost	Total Cost
021-10293 MS Office Standard 2013 - License	7860371	na	3	\$ 241.73	\$ 0.00	\$ 725.19
65195512AC02A00 Adobe Acrobat XI Pro v11 License	7860371	na	1	\$ 286.00	\$ 0.00	\$ 286.00
				\$ 0.00	\$ 0.00	\$ 0.00
				\$ 0.00	\$ 0.00	\$ 0.00
				\$ 0.00	\$ 0.00	\$ 0.00
				\$ 0.00	\$ 0.00	\$ 0.00

Total Request \$ 1,011.19

Business Reason or Justification:

MS Office Std 2013 licenses to be used with new Windows 7 PCs and Adobe Acrobat XI Pro will be used for the new Clerical Specialist.

GWS  
4/10/14

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Checklist for Hardware/Software/Services  
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**Planned Location:**

Desktop

**If Other please specify:**

**Network Connection Required?**

☐ Yes ☐ No ☒ N/A

**LCIS installation assistance needed?**

☒ Yes ☐ No

**Date:**

**LCIS on-going support required?**

☒ Yes ☐ No ☐ N/A

**ITB or RFP completed?**

☐ Yes ☐ No ☒ N/A

**LCIS Management review completed?**

☒ Yes ☐ No

**Exclusion**

**DP Board Approved?**

☐ Yes ☒ No

MS Office Suite

**Exclusion**

**Date of Approval:**

4/10/2014

**Comments:**

Reviewed and prepared by Jeremy Burnat.  
Reviewed and approved by George Webb.

**Pricing Proposal****Quotation #:** 7860371**Description:** Micro**Created On:** Apr-04-2014**Valid Until:** Apr-30-2014**LUCAS COUNTY COMMISSIONERS****Jennifer Spalding**

Phone:

Fax:

Email: JSpald@co.lucas.oh.us

**Account Representative****Robert Wachocki**

290 Davidson Avenue

Somerset, NJ 08873

Phone: 732-868-8769

Fax: 732-868-8857

Email: Robert\_Wachocki@shi.com

All Prices are in US Dollar(USD)

Product	Qty	Your Price	Total
1 Microsoft Office Standard 2013 - License - 1 PC - Select, Select Plus - Win - Single Language Microsoft - Part#: 021-10293	3	\$241.73	\$725.19
2 Adobe Acrobat XI Pro - ( v. 11 ) - license - 1 user - GOV - CLP - level 2 ( 300000+ ) - Win, Mac - 450 points - Universal English Adobe - Part#: 65195512AC02A00	1	\$286.00	\$286.00
Total			\$1,011.19

**Additional Comments****Retrieve your quote:**<https://www.shi.com/Quotes/Quoteinfo.aspx>

The Products offered under this proposal are subject to the SHI Return Policy, unless there is an existing agreement between SHI and the Customer.